

**GRAY WATER DISTRICT  
TRUSTEES MEETING  
February 22, 2021**

Present: Bruce Sawyer, Steve Dunn, Mitch Berkowitz, Mike MacDonald and Interim Superintendent Bill Gardner. Bruce called meeting to order at 6:05 PM.

**Previous Minutes:** Draft two of January 25, 2021 minutes were approved. Action items were reviewed: Mike found info on the type of pipe on Yarmouth Rd without speaking to Doug at GPE, it's 10" CI. The phone call to Pineland is not done yet. The Master Plan has been posted to the website. Chipman's did not purchase the piece of property where they operate their stand. Votes to approve were unanimous.

**Superintendent's Report:**

1. All samples taken in January came back absent.
2. Average gallons per day (AGD) for pumps 1&2 was 253,741. That is about 42,000 more than last month. We are attributing that to the Yarmouth Rd main break. Pump 3 average was 124,000.
3. After much preparation we set out to fix a leak on Yarmouth Rd. We expected to find two service leaks and we planned to cut them from the old 8" CI and move them to the newer 12". What we ended up finding instead was a 4" main extension that went down into 44 Yarmouth. The 4" was badly damaged and the 8" broken as well. There were a lot of moving parts and people involved in this job. This was the first-time using Bowdoin Excavation and they did a great job. They do work for other local water districts and are anxious to do more work for us. EJP did the repair and Wing Paving did the patch. We used Project Flagging for traffic control. Wing Paving will need to come back and fix the pavement properly once the weather gets warmer.
4. Met with Wright-Ryan regarding rehab/addition on the office. After touring the premises, they suggested tearing down and building new rather than trying to fix up what we have. One idea that was discussed was a steel building with the offices upstairs and a garage/shop underneath. They are a management company so they would oversee the project from putting the work out to bid to completion. This is just the initial inquiry into what would be best solution for our office needs, we will be checking with other firms as well.
5. John Bsullak has been hired for the Water Operator position. He has pipeline experience as well as SCADA and he's an electrician. He has two years to get his Treatment I and distribution II licenses. He has been training on Pump checks, PH testing and taking water samples. He's been doing Dig Safe's and plowing and other daily tasks that helps to free up the Superintendent. So far, he is working out very well.
6. Finding and going over our backflow/cross connection policy is something that has been on the to-do list. We took a class on backflow prevention in preparation for this and it was very eye opening. A policy written in 1981 was found. It is pretty good but should be updated and approved by the PUC. The problem is that we have not been following our policy as far as requiring customers to pay for their testing.

Gray Water District has been picking up the bill. It says in our terms and conditions that they will be billed \$45 for the testing but this number is very outdated. We would like to get that fee updated so that it is more in line with the actual cost and write letters to the affected customers letting them know that they will be receiving bills for this service.

7. Jim Costello of Curtis Thaxter has been helping with main extension and easement agreements/contracts. Originally it was for the development by Paul Hollis on Shaker Rd. That project is not happening now but it will be good to have documents ready to go when we do need them.
8. We will not be working with Daphne at MRWA on a budget as she is too busy so Cathy Robinson will be coming down to help instead. We will be doing it through QuickBooks so another license will be necessary to facilitate that.
9. Scott Liberty has purchased the property that Paul Hollis was going to develop on Shaker Rd.
10. We continue to work on GIS and just had a meeting with Al Schaffer. We found a 1972 map that has a lot of good information about type and size of pipe throughout the system. We are now working to get that info into the GIS.

**Motion/Second** by Berkowitz/Edson to authorize Bill to continue working with John on the two-year training program, recommend an hourly cost for inspections and review the policy for the backflow/cross connection issues and to report recommendations regarding the work and testing of back flows to the Board at their March 15, 2021 meeting.

### **Trustee Reports:**

Trustee Berkowitz reported that he spoke to the owner of Gray True Value while he was visiting the store. Rod had many questions regarding the Wellhead 1 zone that the business resides in and expressed that he, as well as his partner in the back, would like to go to the Town and ask that the zone be modified for more commercial opportunity. The science behind the Wellhead protection zones was discussed. Rod going to the Town about this is something that may happen in the near future.

### **OLD BUSINESS:**

#### **Landfill Test Well Results:**

Still waiting to hear.

**ACTION:** Bill to check in on this.

#### **MDOT Route 100 Work:**

Nothing new to report. Bill should keep in touch with Alec on this subject while there is a transition going on with the Town Manager position. Trustees and the Superintendent discussed again the need to replace the main in this area. A letter was written to the Town regarding funding capacity previously. Trustees discussed that maybe it's time to be more proactive so we don't miss out on available funds.

**ACTION:** Mitch is to write a letter to the Town Council Chair.

**NOAA Request for Service:**

No recent activity.

**ACTION:** None

**Dry Mills Standpipe:**

All work planned will be started in the Spring. Superintendent would also like to move the service that is hooked to that line to the standpipe and have it on the main instead.

**ACTION:** None

**Bypass Solar Farm:**

Nothing new.

**ACTION:** None

**MDOT Highway Preservation Paving Project Rt 115 Gray**

Will be a shim and overlay project.

**Stillwater Pines Subdivision (Woodcock Dr):**

There is a major excavation going on where the ball fields will be. The Excavated material is being exported to local pits. Trustees discussed who has oversight over sand pits.

**ACTION:** Mitch to investigate laws pertaining to pit excavation.

**Ambrosia Development (Shaker Rd):**

Discussed under Superintendents report.

**NEW BUSINESS:**

**Personnel:**

**Motion/Second** by MacDonald/ Berkowitz to go into executive session per MRSA 405 (A) at 7:26 pm. Vote to approve was unanimous.

**Motion/Second** by MacDonald/ Berkowitz to come out of executive session at 8:21 pm. Vote to approve was unanimous.

**Motion/Second** by Berkowitz/Dunn. To have the board take the following steps:

1. That the interim Superintendent title be changed to Superintendent as the initial 6-month probationary period has been completed, and that there is no secondary probationary period.
2. The Superintendent is given the authority and responsibility as described in the position description and has the full authority to move forward in addition to receiving the compensation that was promised at the completion of the 10-month probation period that was first established.
3. The Superintendent meet with the Office and Finance Supervisor based on the position description and working as a team understanding who reports to what positions.

**File Server:**

The Superintendent mentioned that a file server may be a good option for the office. It was recommended by our IT person as a way to keep our files more secure, make our files more accessible to employees and allow us to do automatic backups on our data.

**OTHER:**

**Next scheduled regular meeting:** March 15, 2021 @ 6:00 PM

**Adjournment:** Motion/Second by MacDonald/Berkowitz at 8:55 pm. Vote to approve was unanimous.

**OUTSTANDING ITEMS:**

- Town sidewalk project
- Route 100 TIF (South)
- Planning for the future/CIP programming
- G.I.S.
- Search for new water source

Respectfully submitted,

Sudiek Lester, Office Manager